



08- C-0531

ATLANTA CITY COUNCIL

KWANZA HALL  
COUNCILMEMBER  
DISTRICT 2

55 TRINITY AVENUE, S.W.  
SUITE 2900  
ATLANTA, GEORGIA 30303  
MAIN (404) 330-6038  
FAX (404) 658-7164  
EMAIL khall@atlantaga.gov

March 11, 2008

Councilmember Felicia Moore  
Chair, Committee on Council  
Atlanta City Council  
55 Trinity Avenue SW  
Suite 2900  
Atlanta, GA 30303

Dear Councilmember Moore:

It is our pleasure to appoint Ms. Stacia Wilkaitis of 210 Walker Street in Castleberry Hill as our representative to the Water and Sewer Appeals Board.

As you will note from her resume, Ms. Wilkaitis has a strong professional background in the management of residential and commercial properties. She is also an active community leader, having served the Castleberry Hill Neighborhood Association in a number of capacities, most recently as Vice President and Chair of the association's Public Safety Committee.

Thank you.

Sincerely,

Carla Smith  
District 1

Kwanza Hall  
District 2

Ceasar C. Mitchell  
Post 1 At Large

# **Stacia Wilkaitis**

210 Walker Street, #1 Atlanta, GA 30313

678-200-5809 (mobile/home)

swilkaitis@comcast.net

## **Experience:**

### **General Manager**

**Jones Lang LaSalle, Multiple Locations**

**January 2007- Present**

#### **The Equitable Building**

Oversee day-to-day operations of 100 Peachtree, a 615,000 square foot Class-A office building. Key responsibilities include: tenant satisfaction and retention, management of all onsite vendors and personnel, oversee repairs and maintenance projects, preparation of operations and capital budget, financial reporting, and leasing/marketing support.

#### **Center Pointe**

Managed asset throughout the due diligence and sale of property. Assisted with pro-ration schedules, closing documents, financial reporting, and property tours.

### **Property Manager**

**Equity Office Properties, Multiple Locations**

**January 2002- January 2007**

#### **The Terraces**

Served as property manager for a two building project totaling 1 million square feet in the Central Perimeter market. Oversaw multi-million dollar rehabilitation of project. Key responsibilities included: tenant relations, management of various vendor contracts, operations audit compliance, preparation of operations budget, review of all A/P and A/R functions, and leasing and marketing support.

#### **Perimeter Center**

Served as property manager for an 11- acre office park located in the Central Perimeter market. Oversaw due diligence and sale of multiple buildings within park. Oversaw a 1.2 million dollar lobby renovation. Key responsibilities included: tenant relations, management of various vendor contracts, preparation of operations and capital budgets, review of all A/P and A/R functions, and leasing and marketing support.

#### **Paces West/200 Galleria**

Served as assistant property manager for two buildings totaling over 1 million square feet. Supported property manager and general manager in the day-to-day operations of assets.

### **Property Manager**

**RAM Partners**

**January 1998-December 2001**

Served as property manager of 186-unit high rise apartment complex in Downtown Atlanta. Responsibilities included collection of rental payments, accounts payable, marketing and leasing of apartment units, repair and maintenance of common areas and amenities, and resident relations. Oversaw conversion of asset to a condominium complex which included all due diligence requirements. Assisted sales team in marketing of units and building. Managed change over from owner to Homeowner's Association.

### **Property Manager**

**Security Capital Group, Multiple Locations**

**May 1994-December 1997**

Served as property manager, assistant manager, and leasing agent at various apartment complexes throughout metro Atlanta. Largest complex consisted of 1000+ units in North Fulton. Responsible for lease up of 220- unit new construction, turn-key of existing units, vendor contract management, collection of rental payments, accounts payable, marketing and leasing of apartment units, and resident functions.

**Civic/Professional Affiliations:**

- **BOMA-** Building Owners and Manager's Association
- **CREW-** Commercial Real Estate for Women
- **Castleberry Hill Neighborhood Association-** Vice President, 2005-present; Neighborhood Relations Chairperson, 2003-present
- **Southface Energy Institute**
- **Central Atlanta Progress**

**Education:**

- Bachelor of Science, Public Relations- University of Florida, 1993
- Concentration, Political Science